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**SCHEDULE A4 – SCOPE OF WORK  
FY21-22 NEIGHBORHOOD VOICES FOR FESTIVALS**

Grantee: \_\_\_\_\_

**Narrative Information**

Please briefly describe below the project for which funds have been awarded. The description includes goals of the project, your plan for carrying out the project (include timeline), and dates and location of public presentation/participation. [Please do not exceed 1 page; 12 pt font]

# SCHEDULE A4

**Project Budget.** Complete the following budget information. The figures should be similar to those provided in your original application to the Cultural Funding Program. Line Item 1: CFP FESTIVALS AWARD should equal Line Item 31: TOTAL EXPENSES "City Funds" column.

Organization Fiscal Year:

Check one:  FY21-22  CY 2021  CY 2022

## I. FY 2021-22 INCOME

A. Contributed		TOTAL Funds
1	CFP FESTIVALS AWARD (PLEASE REFER TO YOUR RESOLUTION)	\$
2	Federal Government (NEA, NEH)	\$
3	State Government (CAC)	\$
4	Local/Municipal Government (EXCLUDING THIS AWARD)	\$
5	Individual Contributions (self & others)	\$
6	Business/Corporate Contributions	\$
7	Foundations	\$
8	Memberships	\$
9	Fundraising Income (gross)	\$
10	Other (specify):	\$
11	Other (specify):	\$
12	<b>SUBTOTAL:</b>	\$
B. Earned		TOTAL Funds
13	Admissions/Ticket Sales	\$
14	Tuition/Workshops/Fees	\$
15	Product Sales/Concessions	\$
16	Other (specify):	\$
17	Other (specify):	\$
18	<b>SUBTOTAL:</b>	\$
19	<b>TOTAL INCOME:</b> (line 12 plus line 18)	\$

## II. FY 2021-22 EXPENSES

A. Personnel		Number of Persons	City Funds (indicate expenditure of award amount)	TOTAL Funds
20	Artistic		\$	\$
21	Administrative		\$	\$
22	Technical Production		\$	\$
23	Other (specify):		\$	\$
24	<b>SUBTOTAL:</b>		\$	\$
B. Project/Production Expenses			City Funds	TOTAL Funds
25	Facility Expenses/Space Rental		\$	\$
26	Outreach/Marketing		\$	\$
27	Production/Exhibition		\$	\$
28	Fundraising Expenses (gross)		\$	\$
29	Other (specify):		\$	\$
30	<b>SUBTOTAL:</b>		\$	\$
31	<b>TOTAL EXPENSES:</b> (line 24 plus line 30)		\$	\$

III. SURPLUS (DEFICIT) AT YEAR END (line 19 minus line 31)

\$

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## SCHEDULE A Scope of Work

In the performance of this Agreement, Grantee shall comply with the following Cultural Funding Program provisions:

1. Scope of Work

Grantee shall perform the Work as more fully set forth in Schedule A4 attached to this Scope of Work and incorporated herein.

2. Budget and Match Requirement

The Grant is contingent on Grantee securing matching funds as follows:

- a. The City contribution for Neighborhood Voices for Festivals grant must be matched at a minimum of 1:1 (*i.e.*, for every dollar awarded by the City to Grantee, Grantee must secure an additional one dollars). In-kind support can be included to meet this match requirement.
- b. Grantee shall be solely responsible for paying all remaining program costs.
- c. Grantee agrees to expend funds in accordance with the budget as submitted and shown in **Schedule A4** as applicable.

2. Use of Work

Grantee authorizes the City to make, and to authorize the making of, photographic, digital, and other reproductions of any work created or prepared pursuant to this Agreement for educational, public relations, or other non-commercial purposes as City deems desirable.

3. Publicity

Any publicity generated by Grantee for the project or work funded pursuant to this Agreement, during the term of this Agreement and for one year thereafter, will make reference to the contribution of the City of Oakland in making the project possible. The words "**City of Oakland, Cultural Funding Program**" must be explicitly stated in all pieces of publicity, including but not limited to flyers, press releases, posters, brochures, public service announcements, interviews, newspaper articles and general social media messaging.

In all published material and announcements regarding this program, Grantee shall include a special notice that reads either: "**This event is funded by the City of Oakland** " or "**This project is funded by the City of Oakland.**"

Grantee agrees to display the Cultural Funding Program logo on all print materials regarding this program and in a manner consistent with the presentation of logos from other sponsors.

Grantee agrees to cooperate with authorized City officials and staff in any City-generated publicity or promotional activities undertaken with respect to Grantee's project.

4. Grantee Status

Program rules for this Grant require that Grantee be either an Oakland resident or an active nonprofit organization. Grantee hereby warrants and represents the following: 1) If Grantee is an individual, Grantee warrants and represents that Grantee's primary place of residence is located within the City of Oakland; or 2) if Grantee is an organization, Grantee warrants and represents that it is duly organized and operating as an active nonprofit organization or association registered with the State of California Secretary of State.